

## **Leave Policies for Postdoctoral Fellows and Other Trainees**

### **From the IRTA Manual Chapter**

<http://www1.od.nih.gov/oma/manualchapters/person/2300-320-7/>

#### **Y. Excused Absence with Stipend**

Trainees do not earn annual or sick leave. However, they are excused for: 1) Federal holidays, 2) ill-health, 3) personal emergencies, and 4) vacations when awards are for more than 90 days. For vacations, two weeks excused absence is suggested and the number of days should be prorated for Traineeships of 90 days or less.

Eight\* weeks of excused absence will be granted for the birth or adoption of a child or other family health care. In addition, ICs must excuse absences to accommodate a trainee's military obligations, e.g. active duty, active duty training, and inactive duty training NTE six weeks per year.

Preceptors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC Scientific Director.

\* This was modified from 6 weeks to 8 weeks at the May 7, 2008 SD Meeting  
<http://www.nih.gov/sdminutes/2008/08.05.07/index.html#Announcements>

### **From the Visiting Fellow Manual Chapter**

<http://www1.od.nih.gov/oma/manualchapters/person/2300-320-3/>

#### **Y. Excused Absence with Stipend**

Fellows do not earn annual or sick leave. However, they are excused for: 1) Federal holidays, 2) ill-health, 3) personal emergencies, and 4) vacations when awards are for more than 90 days. For vacations, two weeks excused absence is suggested and the number of days should be prorated for Fellowships of 90 days or less.

**DIS must be notified and concur with extended absences in order to avoid violation of immigration rules and regulations.**

Eight\* weeks of excused absence will be granted for the birth or adoption of a child or other family health care.

Preceptors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC Scientific Director and DIS.

### **Scientific Directors' Guidelines for the Early Termination of Awards to Postdoctoral Fellows**

<http://www1.od.nih.gov/oir/sourcebook/prof-desig/early-term.htm>